

## **LIFE SKILLS INSTRUCTOR**

### Definition

Under general supervision, provides classroom instruction on youth intervention programs, and provides positive alternatives for youth at after school sites.

### Distinguishing Characteristics

The Life Skills Instructor is a specialized non-sworn class in the Police Department. Incumbents teach youth the skills needed to live drug free lives, implementing principles to provide guidance, stability and good choices. The instructors may be trained in Police Activities League operation, the "LifeSkills" program, or other youth outreach programs. Incumbents will be required to organize, implement and coordinate youth activities at various sites throughout the City of Fresno. Reporting to a sworn supervisor, Life Skills Instructors will be required to work variable seasonal schedules to accommodate various school schedules and provide coverage for after school activities.

### Typical Tasks

*(May include but are not limited to the following)*

Teaches a 12-week curriculum on drug prevention, alcohol use and character issues in a classroom setting with weekly one-hour blocks of instruction per class.

Establishes rapport with children and work on building their self esteem through training, coaching, and after school activities.

Works with school staff to set schedules and establish a positive relationship to foster the educational environment.

Facilitates a variety of activity-oriented techniques which are designed to encourage student-generated responses to problem solving solutions.

Organizes recreational, sporting and educational activities; arranges and leads field trips.

Issues, collects, assembles, disassembles and maintains a variety of equipment and materials, such as display booths, table and chairs, used in program activities.

Plans and implements out of town activities involving youth and chaperones.

Processes necessary paperwork in a timely manner to meet deadlines and grant requirements.

Performs related duties as required.

*Knowledge, Abilities and Skills*

(The following are a representative sample of the KSAs necessary to perform the duties of the position.)

Knowledge of the English language and the ability to speak and write clearly and correctly.

Ability to learn basic classroom procedures and teaching techniques.

Ability to learn “LifeSkills” curriculum or other youth-related material and apply in a classroom setting.

Ability to work in an office setting utilizing a team concept to achieve unit goals.

Ability to access, review, and process confidential police records and information.

Ability to plan and effectively present material orally.

Ability to establish and maintain effective working relationships.

Ability to motivate students and generate enthusiasm for the topic presented.

*Minimum Requirements*

Three years of experience with a law enforcement agency performing the full range of duties as a sworn Peace Officer where the minimum qualifications required graduation from a Basic Academy.

*Special Requirement(s)*

Possession of a valid California Driver’s License is required.

Must successfully complete a polygraph test and background investigation prior to appointment.

APPROVED: \_\_\_\_\_  
Director

DATE: \_\_\_\_\_